Apprenticeship and Industry Training

Cook

Apprenticeship Course Outline

1813.1 (2013)

Alberta

Apprenticeship and Industry Training

ALBERTA ENTERPRISE AND ADVANCED EDUCATION

Cook : apprenticeship course outline

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Course Outline

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Apprenticeship

Apprenticeship is post-secondary education with a difference. Apprenticeship begins with finding an employer. Employers hire apprentices, pay their wages and provide on-the-job training and work experience. Approximately 80 per cent of an apprentice's time is spent on the job under the supervision of a certified journeyperson or qualified tradesperson. The other 20 per cent involves technical training provided at, or through, a post-secondary institution – usually a college or technical institute.

To become certified journeypersons, apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board on the recommendation of Cook Provincial Apprenticeship Committee.

The graduate of the Cook apprenticeship program is a certified journeyperson who will be able to:

- responsibly do all work tasks expected of a journeyperson
- be able to supervise, train and coach apprentices
- know the required sanitation standards and regulations in order to produce wholesome food
- have a thorough knowledge of proper cooking procedures and their relation to quality food production
- have a working knowledge of meat cutting and know the appropriate cooking methods for all cuts
- have a general knowledge of grades and classifications of meat, fish, poultry, canned and frozen foods
- have a thorough knowledge of trade and menu terminology
- do basic food and menu costing, food estimates and portion control
- use, with safety and competence, the hand and power tools commonly used in the trade
- produce pastries and desserts as are listed on menus in restaurants and institutions
- perform assigned tasks in accordance with quality and production standards required by industry

Apprenticeship and Industry Training System

Industry-Driven

Alberta's apprenticeship and industry training system is an industry-driven system that ensures a highly skilled, internationally competitive workforce in more than 50 designated trades and occupations. This workforce supports the economic progress of Alberta and its competitive role in the global market. Industry (employers and employees) establishes training and certification standards and provides direction to the system through an industry committee network and the Alberta Apprenticeship and Industry Training Board. The Alberta government provides the legislative framework and administrative support for the apprenticeship and industry training system.

Alberta Apprenticeship and Industry Training Board

The Alberta Apprenticeship and Industry Training Board provides a leadership role in developing Alberta's highly skilled and trained workforce. The board's primary responsibility is to establish the standards and requirements for training and certification in programs under the Apprenticeship and Industry Training Act. The board also provides advice to the Minister of Advanced Education on the needs of Alberta's labour market for skilled and trained workers, and the designation of trades and occupations.

The thirteen-member board consists of a chair, eight members representing trades and four members representing other industries. There are equal numbers of employer and employee representatives.

Industry Committee Network

Alberta's apprenticeship and industry training system relies on a network of industry committees, including local and provincial apprenticeship committees in the designated trades, and occupational committees in the designated occupations. The network also includes other committees such as provisional committees that are established before the designation of a new trade or occupation comes into effect. All trade committees are composed of equal numbers of employer and employee representatives. The industry committee network is the foundation of Alberta's apprenticeship and industry training system.

Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the board can set up a local apprenticeship committee. The board appoints equal numbers of employee and employer representatives for terms of up to three years. The committee appoints a member as presiding officer. Local apprenticeship committees:

- monitor apprenticeship programs and the progress of apprentices in their trade, at the local level
- make recommendations to their trade's provincial apprenticeship committee (PAC) about apprenticeship and certification in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- make recommendations to the board about the appointment of members to their trade's PAC
- help settle certain kinds of disagreements between apprentices and their employers
- carry out functions assigned by their trade's PAC or the board

Provincial Apprenticeship Committees (PAC)

The board establishes a provincial apprenticeship committee for each trade. It appoints an equal number of employer and employee representatives, and, on the PAC's recommendation, a presiding officer - each for a maximum of two terms of up to three years. Most PACs have nine members but can have as many as twenty-one. Provincial apprenticeship committees:

- Make recommendations to the board about:
    - standards and requirements for training and certification in their trade
    - courses and examinations in their trade
    - apprenticeship and certification
    - designation of trades and occupations
    - regulations and orders under the Apprenticeship and Industry Training Act
- monitor the activities of local apprenticeship committees in their trade
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- consult with other committees under the Apprenticeship and Industry Training Act about apprenticeship programs, training and certification and facilitate cooperation between different trades and occupations
- consult with organizations, associations and people who have an interest in their trade and with employers and employees in their trade
- may participate in resolving certain disagreements between employers and employees
- carry out functions assigned by the board

Cook PAC Members at the Time of Publication

R. Daley	Lethbridge	Presiding Officer
B. Chapman	Calgary	Employer
D. Clauss	Medicine Hat	Employer
C. Hughes	Edmonton	Employer
D. Rogers	Calgary	Employer
G. Bacani	Calgary	Employee
J. Nutbrown	Edmonton	Employee

Alberta Government

Alberta Advanced Education works with industry, employer and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards
- provide registration and counselling services to apprentices and employers
- coordinate technical training in collaboration with training providers
- certify apprentices and others who meet industry standards

Technical Institutes and Colleges

The technical institutes and colleges are key participants in Alberta's apprenticeship and industry training system. They work with the board, industry committees and Alberta Advanced Education to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs. They develop lesson plans from the course outlines established by industry and provide technical training to apprentices.

Apprenticeship Safety

Safe working procedures and conditions, incident/injury prevention, and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees, apprentices and the public. Therefore, it is imperative that all parties are aware of circumstances that may lead to injury or harm.

Safe learning experiences and healthy environments can be created by controlling the variables and behaviours that may contribute to or cause an incident or injury. By practicing a safe and healthy attitude, everyone can enjoy the benefit of an incident and injury free environment.

Alberta Apprenticeship and Industry Training Board Safety Policy

The Alberta Apprenticeship and Industry Training Board (board) fully supports safe learning and working environments and emphasizes the importance of safety awareness and education throughout apprenticeship training- in both on-the- job training and technical training. The board also recognizes that safety awareness and education begins on the first day of on-the-job training and thereby is the initial and ongoing responsibility of the employer and the apprentice as required under workplace health and safety training. However the board encourages that safe workplace behaviour is modeled not only during on-the-job training but also during all aspects of technical training, in particular, shop or lab instruction. Therefore the board recognizes that safety awareness and training in apprenticeship technical training reinforces, but does not replace, employer safety training that is required under workplace health and safety legislation.

The board has established a policy with respect to safety awareness and training:

> **The board promotes and supports safe workplaces, which embody a culture of safety for all apprentices, employers and employees. Employer required safety training is the responsibility of the employer and the apprentice, as required under legislation other than the *Apprenticeship and Industry Training Act.***

The board's complete document on its 'Apprenticeship Safety Training Policy' is available at www.tradesecrets.alberta.ca; access the website and conduct a search for 'safety training policy'.

Implementation of the policy includes three common safety learning outcomes and objectives for all trade course outlines. These common learning outcomes ensure that each course outline utilizes common language consistent with workplace health and safety terminology. Under the title of 'Standard Workplace Safety', this first section of each trade course outline enables the delivery of generic safety training; technical training providers will provide trade specific examples related to the content delivery of course outline safety training.

Occupational Health and Safety

A tradesperson is often exposed to more hazards than any other person in the work force and therefore should be familiar with and apply the Occupational Health and Safety Act, Regulations and Code when dealing with personal safety and the special safety rules that apply to all daily tasks.

Occupational Health and Safety (A division of Alberta Human Services) conducts periodic inspections of workplaces to ensure that safety regulations for industry are being observed.

Additional information is available at www.humanservice.alberta.ca

Technical Training

Apprenticeship technical training is delivered by the technical institutes and many colleges in the public post-secondary system throughout Alberta. The colleges and institutes are committed to delivering the technical training component of Alberta apprenticeship programs in a safe, efficient and effective manner. All training providers place great emphasis on safe technical practices that complement safe workplace practices and help to develop a skilled, safe workforce.

The following institutions deliver Cook apprenticeship technical training:

Northern Alberta Institute of Technology
Southern Alberta Institute of Technology
Lethbridge College
Red Deer College

Procedures for Recommending Revisions to the Course Outline

Advanced Education has prepared this course outline in partnership with the Cook Provincial Apprenticeship Committee.

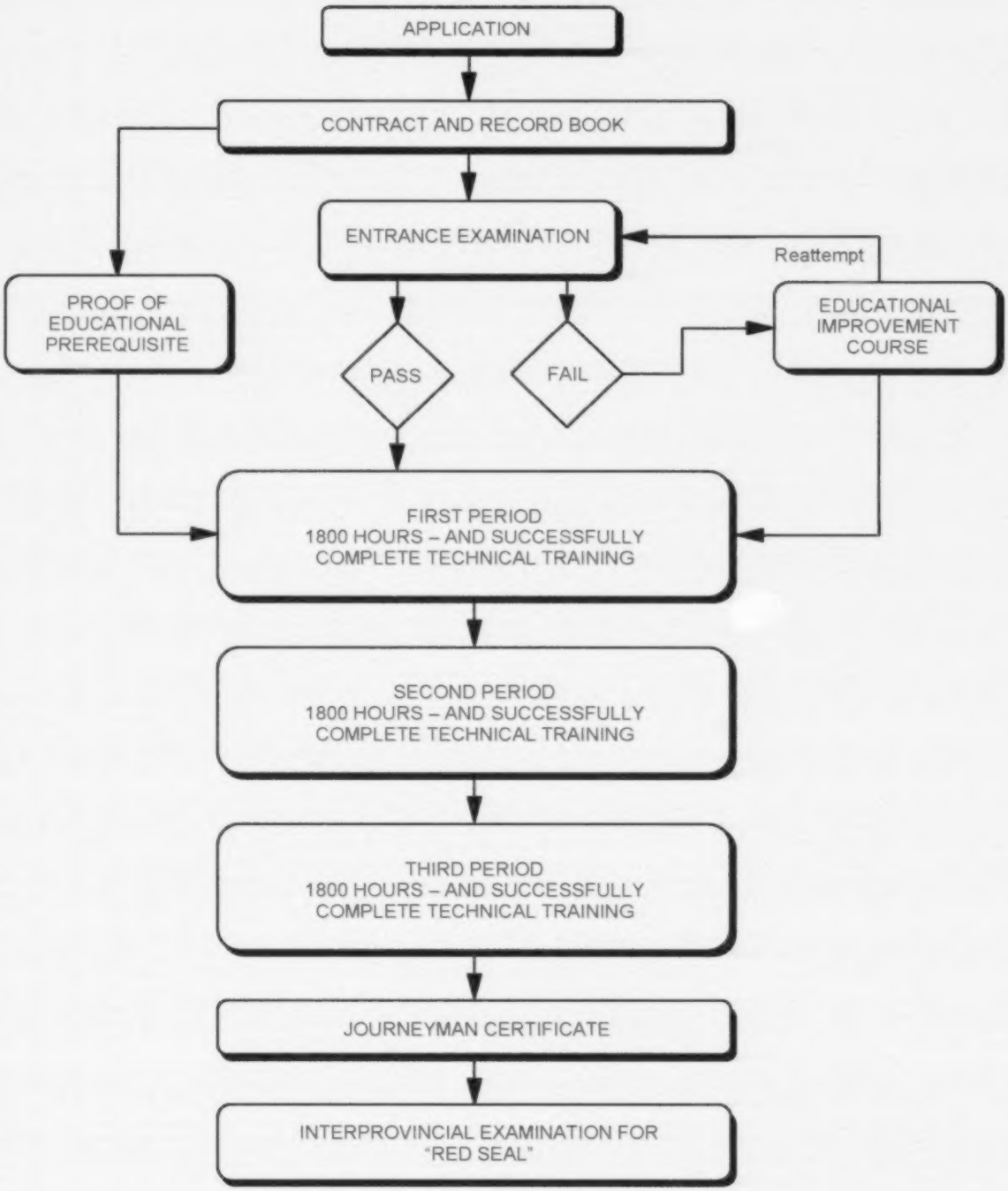
This course outline was approved on March 22, 2013 by the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. The valuable input provided by representatives of industry and the institutions that provide the technical training is acknowledged.

Any concerned individual or group in the province of Alberta may make recommendations for change by writing to:

Cook Provincial Apprenticeship Committee
c/o Industry Programs and Standards
Apprenticeship and Industry Training
Advanced Education
10th floor, Commerce Place
10155 102 Street NW
Edmonton AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations for change will be placed on the agenda for regular meetings of the Cook Provincial Apprenticeship Committee.

Apprenticeship Route toward Certification



Cook Training Profile
FIRST PERIOD
(8 Weeks 30 Hours per Week – Total of 240 Hours)

SECTION ONE

SAFETY, KITCHEN ORIENTATION AND TRADE MATHEMATICS
50 HOURS

A	B	C
Safety Legislation, Regulations & Industry Policy in the Trades 2 Hours	Climbing, Lifting, Rigging and Hoisting 2 Hours	Hazardous Materials & Fire Protection 2 Hours
D	**E**	**F**
Kitchen Orientation and Introduction 2 Hours	Food Safety 12 Hours	Tools and Equipment 4 Hours
G	**H**	**I**
Kitchen Fundamentals 6 Hours	Basic Kitchen Mathematics 14 Hours	Weights and Measures 6 Hours

SECTION TWO

BUTCHER SHOP
24 HOURS

A	B
Purchasing, Grading, Handling and Storage 6 Hours	Portioning 18 Hours

SECTION THREE

INTRODUCTION TO COOKING PROTEINS
30 HOURS

A	B
Preparation and Seasoning 6 Hours	Cooking, Holding and Serving Techniques 24 Hours

SECTION FOUR

INTRODUCTION TO SAUCIER
38 HOURS

A	B	C
Stocks 10 Hours	Thickening and Binding Agents 6 Hours	Soups 8 Hours
D		
Sauces 14 Hours		

SECTION FIVE

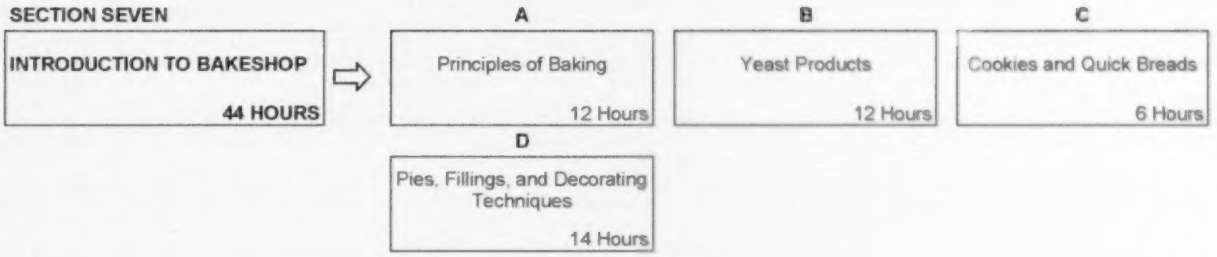
INTRODUCTION TO COLD KITCHEN
30 HOURS

A	B	C
Purchasing Specifications and Storing Procedures 3 Hours	Vegetable Cuts 3 Hours	Fruits and Vegetables 6 Hours
D	**E**	**F**
Potato, Pasta and Rice 6 Hours	Salads and Dressings 8 Hours	Sandwiches, Spreads and Fillings 4 Hours

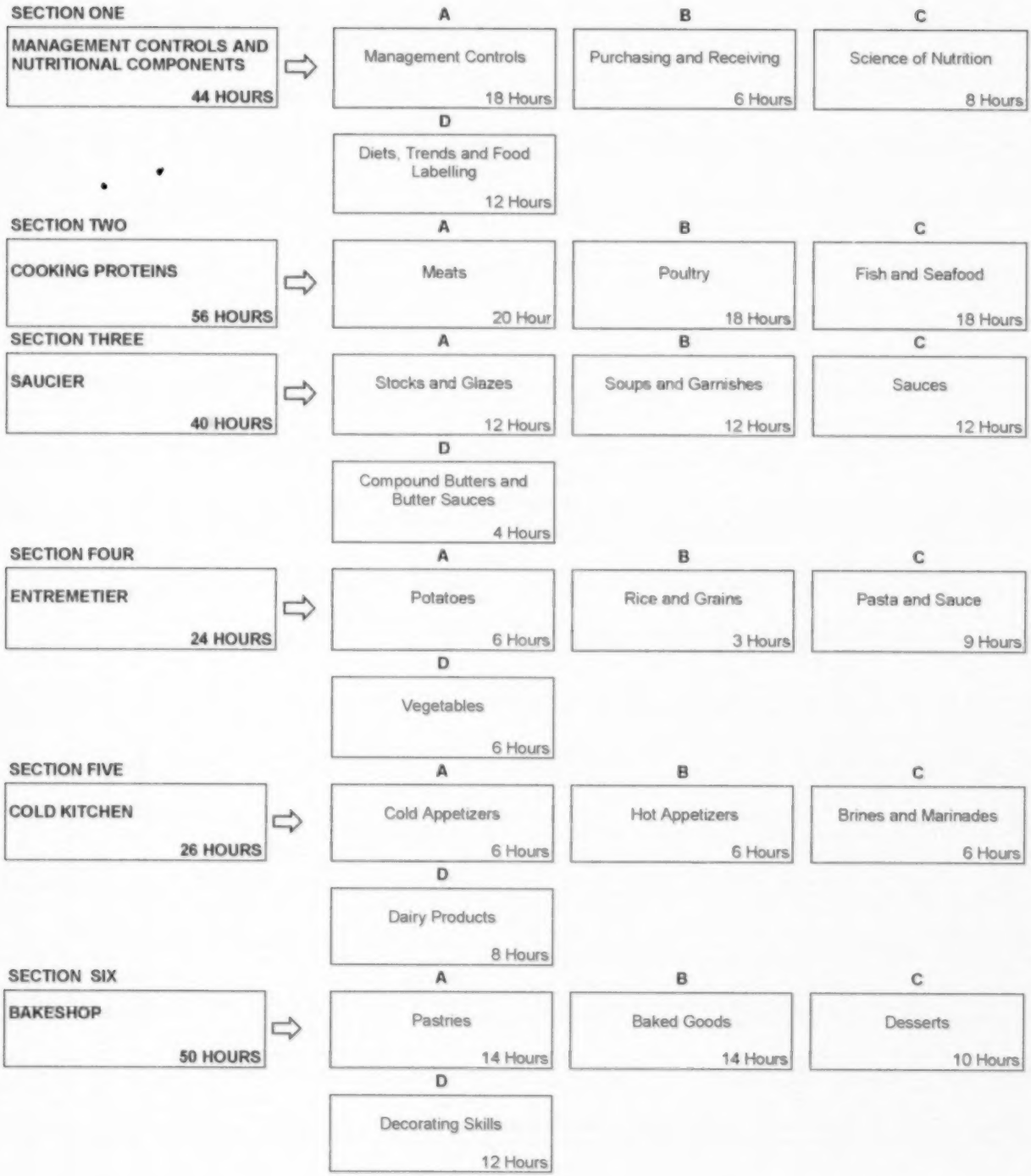
SECTION SIX

BREAKFAST, BEVERAGES AND DAIRY PRODUCTS
24 HOURS

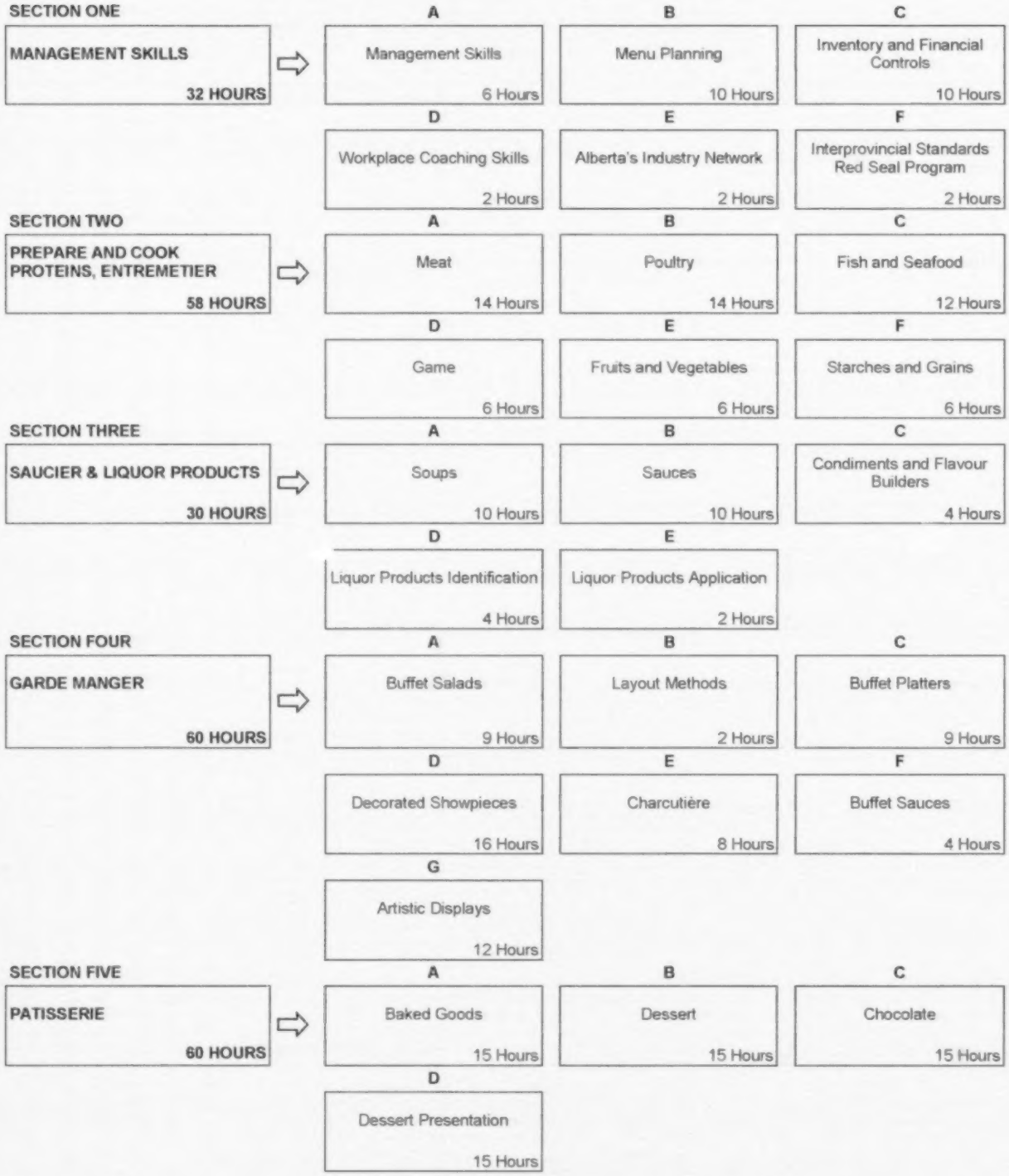
A	B	C
Breakfast 6 Hours	Dairy and Beverages 6 Hours	Evaluate Value Added Products 12 Hours


SECTION SEVEN
INTRODUCTION TO BAKESHOP
44 HOURS
A
Principles of Baking
12 Hours
B
Yeast Products
12 Hours
C
Cookies and Quick Breads
6 Hours
D
Pies, Fillings, and Decorating Techniques
14 Hours

SECOND PERIOD
(8 Weeks 30 Hours per Week – Total of 240 Hours)



THIRD PERIOD
(8 Weeks 30 Hours per Week – Total of 240 Hours)



NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

FIRST PERIOD TECHNICAL TRAINING
COOK TRADE
COURSE OUTLINE

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

SECTION ONE ..... SAFETY, KITCHEN ORIENTATION AND TRADE MATHEMATICS ..... 50 HOURS

A. Safety Legislation, Regulations & Industry Policy in the Trades ..... 2 Hours

Outcome: ***Describe legislation, regulations and practices intended to ensure a safe work place in this trade.***

1. Demonstrate the ability to apply the Occupational Health and Safety Act, Regulation and Code.
2. Explain the role of the employer and employee in regard to Occupational Health and Safety (OH&S) regulations, Worksite Hazardous Materials Information Systems (WHMIS), fire regulations, Workers Compensation Board regulations, and related advisory bodies and agencies.
3. Explain industry practices for hazard assessment and control procedures.
4. Describe the responsibilities of workers and employers to apply emergency procedures.
5. Describe positive tradesperson attitudes with respect to housekeeping, personal protective equipment and emergency procedures.
6. Describe the roles and responsibilities of employers and employees with respect to the selection and use of personal protective equipment (PPE).
7. Select, use and maintain appropriate PPE for worksite applications.

B. Climbing, Lifting, Rigging and Hoisting ..... 2 Hours

Outcome: ***Describe the use of personal protective equipment (PPE) and safe practices for climbing, lifting, rigging and hoisting in this trade.***

1. Select, use and maintain specialized PPE for climbing, lifting and load moving equipment.
2. Describe manual lifting procedures using correct body mechanics.
3. Describe rigging hardware and the safety factor associated with each item.
4. Select the correct equipment for rigging typical loads.
5. Describe hoisting and load moving procedures.

C. Hazardous Materials & Fire Protection ..... 2 Hours

Outcome: ***Describe the safety practices for hazardous materials and fire protection in this trade.***

1. Describe the roles, responsibilities features and practices related to the workplace hazardous materials information system (WHMIS) program.
2. Describe the three key elements of WHMIS.
3. Describe handling, storing and transporting procedures when dealing with hazardous material.
4. Describe safe venting procedures when working with hazardous materials.
5. Describe fire hazards, classes, procedures and equipment related to fire protection.

D. Kitchen Orientation and Introduction ..... 2 Hours

Outcome: ***Demonstrate professionalism in the kitchen.***

1. Describe the responsibilities of the liaison officer.
2. Describe the standards for dress code in the cook trade.
3. Describe house policy expectations in the workplace.
4. Describe professionalism in the cook trade.
5. Use appropriate study methods.
6. Follow standard emergency procedures.

E. Food Safety ..... 12 Hours

Outcome: ***Meet the requirements for an approved public health food safety course.***

1. Identify causes of food borne illnesses.
2. Handle food in a safe manner.
3. Maintain a safe and sanitary workplace.
4. Identify health and regulatory agencies.
5. Describe the basics of HACCP as it relates the cook trade.

F. Tools and Equipment ..... 4 Hours

Outcome: ***Use the tools and equipment standard for the cook trade.***

1. Use hand tools, small wares, and knives.
2. Use processing equipment.
3. Use cooking equipment.
4. Use re-thermalizing and holding equipment.
5. Use dishwashing and sanitizing equipment.
6. Use beverage dispensing equipment.
7. Use exhaust fans, hoods, and ventilation systems.
8. Use coolers and freezers.

G. Kitchen Fundamentals ..... 6 Hours

Outcome: ***Describe a professional kitchen.***

1. Describe the classical brigade.
2. Describe the guild system.
3. Discuss the forefathers of modern cooking.
4. Discuss basic kitchen terminology.
5. Describe the structure and function in traditional and modern kitchens.
6. Work safely in a professional kitchen.

H. Basic Kitchen Mathematics ..... 14 Hours

Outcome: ***Perform basic mathematic calculations for food service.***

1. Establish item cost.
2. Calculate yields.
3. Cost a recipe.
4. Establish selling price.
5. Perform recipe conversions.

I. Weights and Measures ..... 6 Hours

Outcome: ***Perform calculations using the Metric and US Standard systems.***

1. Use the Metric system to perform foodservice calculations.
2. Describe the US Standard system as it relates to foodservice calculations.
3. Identify the differences of the US Standard and Imperial system.

SECTION TWO ..... BUTCHER SHOP ..... 24 HOURS

A. Purchasing, Grading Handing and Storage ..... 6 Hours

Outcome: ***Demonstrate purchasing, grading handling and storage techniques.***

1. Describe grading, quality factors, and purchasing standards for meat.
2. Describe grading, quality factors, and purchasing standards for fish, seafood, and shellfish.
3. Describe grading, quality factors, and purchasing standards for poultry.
4. Describe grading, quality factors, and purchasing standards for variety meats.
5. Use handling and storage procedures for meat.
6. Use handling and storage procedures for poultry.
7. Use handling and storage procedures for fish, seafood, and shellfish.
8. Use handling and storage procedures for variety meats.

B. Portioning ..... 18 Hours

Outcome: ***Prepare primal and fabricated cuts.***

1. Identify primal and fabricated cuts of meat.
2. Identify primal and fabricated cuts of poultry.
3. Identify fabricated cuts of fish, seafood, and shellfish.
4. Identify fabricated cuts of variety meats.
5. Prepare fabricated cuts of meat.
6. Prepare fabricated cuts of poultry.
7. Prepare fabricated cuts of fish, seafood, and shellfish.
8. Prepare fabricated cuts of variety meats.

SECTION THREE: .....INTRODUCTION TO COOKING PROTEINS..... 30 HOURS

A. Preparation and Seasoning.....6 Hours

Outcome: Select seasonings, flavours, and marinades.

1. Describe the effects of heat and cold on seasoning, flavourings, and marinades.
2. Use seasonings, flavours, and marinades.
3. Describe the five components of taste.

B. Cooking, Holding and Serving Techniques.....24 Hours

Outcome: Demonstrate cooking methods, holding, and serving techniques.

1. Use the dry heat method of cooking.
2. Use the moist heat method of cooking.
3. Use the combination method of cooking.
4. Use holding and resting techniques.
5. Use testing and doneness techniques.
6. Carve and slice a variety of items.
7. Use presentation techniques for service.
8. Demonstrate appropriate holding and serving techniques.
9. Use re-thermalizing techniques.

SECTION FOUR: .....INTRODUCTION TO SAUCIER ..... 38 HOURS

A. Stocks.....10 Hours

Outcome: Prepare basic stocks.

1. Use mirepoix.
2. Use a bouquet garni.
3. Use a sachet.
4. Use an onion clouté.
5. Use onion brûlée.
6. Cook white stock.
7. Cook brown stock.
8. Cook fish stock.
9. Cook vegetable stock.
10. Use appropriate cooling, venting, and handling procedures.
11. Use storage procedures for stocks.

B. Thickening and Binding Agents .....6 Hours

Outcome: Prepare binding agents.

1. Prepare roux.
2. Prepare beurre manie.
3. Prepare slurry.

4. Prepare a whitewash.
5. Prepare a liaison.
6. Use ready to use and instant thickening agents.
7. Prepare a panade.
8. Prepare an egg binding agent.

C. Soups ..... 8 Hours

Outcome: ***Prepare basic soups.***

1. Prepare thick soups.
2. Prepare thin and clear soups.
3. Prepare ethnic soups.
4. Present a variety of finished basic soups.

D. Sauces ..... 14 Hours

Outcome: ***Prepare basic sauces, pan gravies, and their derivatives.***

1. Prepare veloutés and their derivatives.
2. Prepare béchamel and its derivatives.
3. Prepare tomato sauce and its derivatives.
4. Prepare espagnole and its derivatives.
5. Prepare hollandaise sauce and its derivatives.
6. Prepare pan gravy.
7. Prepare au jus and jus lié.
8. Present finished basic sauces, pan gravies, and their derivatives.

SECTION FIVE: ..... INTRODUCTION TO COLD KITCHEN ..... 30 HOURS

A. Purchasing Specifications and Storing Procedures ..... 3 Hours

Outcome: ***Use proper purchasing specifications and storage procedures.***

1. Describe purchasing specifications and quality standards for vegetables.
2. Describe purchasing specifications and quality standards for fruit.
3. Describe purchasing specifications and quality standards for potatoes and potato products.
4. Describe purchasing specifications and quality standards for pasta.
5. Describe purchasing specifications and quality standards for rice.
6. Use proper storage and rotation techniques for vegetables.
7. Use proper storage and rotation techniques for fruits.
8. Use proper storage and rotation techniques for potatoes.
9. Use proper storage and rotation techniques for pasta.
10. Use proper storage and rotation techniques for rice.

B. Vegetable Cuts ..... 3 Hours

Outcome: ***Demonstrate traditional vegetable cuts.***

1. Demonstrate baton and bâtonnet cuts.
2. Demonstrate large and medium dice.
3. Demonstrate the allumette and julienne cuts.
4. Demonstrate small dice and brunoise.
5. Demonstrate the paysanne cut.
6. Demonstrate the chateau cut.
7. Demonstrate the chiffonade cut.
8. Demonstrate the concasse method.

C. Fruits and Vegetables ..... 6 Hours

Outcome: ***Prepare basic fruits and vegetable dishes.***

1. Cook a variety of fruit and vegetable dishes using the moist heat method of cooking.
2. Cook a variety of fruit and vegetable dishes using the dry heat method of cooking.
3. Cook a variety of fruit and vegetable dishes using the combination method of cooking.
4. Describe preservation techniques to preserve colour, texture, flavour and nutritional value of fruit and cooked vegetables.

D. Potato, Pasta, and Rice ..... 6 Hours

Outcome: ***Prepare basic potato, pasta, and rice dishes.***

1. Cook potato dishes.
2. Cook pasta dishes.
3. Cook rice dishes.

E. Salads and Dressings ..... 8 Hours

Outcome: ***Prepare salads and dressings.***

1. Describe the basic structure of salads.
2. Describe the classifications of salads.
3. Select ingredients for salad preparation.
4. Complete salad mise en place.
5. Use correct storage and temperature techniques for salad ingredients.
6. Prepare permanent emulsified dressings.
7. Prepare temporary emulsification dressings.
8. Prepare cooked dressings.
9. Prepare dairy-based dressings.
10. Prepare green salads.
11. Prepare fruit salads.
12. Prepare starch / grain based salads.
13. Prepare vegetable salads.

14. Prepare protein based salads.
15. Present salads and dressings.

F. Sandwiches, Spreads, and Fillings ..... 4 Hours

Outcome: ***Prepare sandwiches, spreads, and fillings.***

1. Select bread and baked products for sandwich preparation.
2. Prepare sandwich fillings, spreads, and garnishes.
3. Follow assembly and cutting procedures.
4. Use various cooking techniques in sandwich preparation.
5. Prepare a variety of sandwiches.
6. Use proper wrapping and storage procedures.
7. Present sandwiches, spreads, and fillings.

SECTION SIX:..... BREAKFAST, BEVERAGES, AND DAIRY PRODUCTS ..... 24 HOURS

A. Breakfast ..... 6 Hours

Outcome: ***Prepare traditional breakfast dishes.***

1. Prepare poached and boiled eggs.
2. Prepare omelettes.
3. Prepare fried eggs.
4. Prepare scrambled eggs.
5. Prepare breakfast meats.
6. Prepare hot and cold cereals.
7. Prepare waffles.
8. Prepare pancakes and crepes.
9. Prepare French toast.
10. Use breakfast accompaniments including syrup, preserves, and flavoured butters.
11. Prepare breakfast garnishes.
12. Present finished traditional breakfast dishes.

B. Dairy and Beverages ..... 6 Hours

Outcome: ***Identify dairy products, coffee, tea, and juices for service.***

1. Describe the properties of unfermented dairy products.
2. Describe the properties of fermented dairy products.
3. Identify coffee and tea varieties and describe hot chocolate.
4. Describe the effects of brewing time and temperature on the preparation of coffee.
5. Present coffee, tea, and assorted juices.

C. Evaluate Value-Added Products. ..... 12 Hours

Outcome: ***Evaluate value added products.***

1. Evaluate the value and quality of ready-to-use products.
2. Evaluate the value and quality of ready-to-serve products.
3. Evaluate the value and quality of ready-to-heat products.
4. Evaluate the value and quality of ready-to-cook products.

SECTION SEVEN: .....INTRODUCTION TO BAKESHOP ..... 44 HOURS

A. Principles of Baking ..... 12 Hours

Outcome: ***Describe the ingredients and procedures used in a bakeshop.***

1. Describe the properties of different flours.
2. Describe the properties of sugars and sweeteners.
3. Describe the properties of starches.
4. Describe the properties of fats, shortenings, and oils.
5. Describe the properties of dairy products.
6. Describe the properties of eggs.
7. Describe the properties of flavourings.
8. Describe the properties of leavening agents.
9. Perform recipe conversions.
10. Scale and measure ingredients for recipes.
11. Use correct mixing methods.

B. Yeast Products ..... 12 Hours

Outcome: ***Prepare yeast products.***

1. Bake loaves.
2. Bake buns.
3. Bake frozen dough.

C. Cookies and Quick Breads ..... 6 Hours

Outcome: ***Prepare cookies and quick breads.***

1. Bake quick breads using the muffin method.
2. Bake quick breads using the biscuit method.
3. Bake dropped cookies.
4. Bake rolled cookies.
5. Bake piped cookies.
6. Bake refrigerated/frozen cookies.
7. Bake wafer cookies.
8. Bake bar cookies / squares.

D. Pies, Fillings, and Finishing Techniques..... 14 Hours

Outcome: ***Prepare pies and fillings.***

1. Prepare basic pie dough.
2. Prepare pie crusts.
3. Prepare pie fillings.
4. Demonstrate basic finishing techniques.

SECOND PERIOD TECHNICAL TRAINING
COOK TRADE
COURSE OUTLINE

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

SECTION ONE:.....MANAGEMENT CONTROLS AND NUTRITIONAL COMPONENTS ..... 44 HOURS

A. Management Controls ..... 18 Hours

Outcome: ***Demonstrate Management Controls.***

1. Prepare and follow a daily action plan including a prep list and timeline of activities.
2. Use effective verbal communications.
3. Work effectively in a team.
4. Maintain par stock levels.
5. Place an order.
6. Use the FIFO system to rotate stock.
7. Calculate food cost.
8. Calculate labour cost.

B. Purchasing and Receiving ..... 6 Hours

Outcome: ***Demonstrate purchasing and receiving activities.***

1. Describe food grading systems.
2. Describe packaging and unit sizing.
3. Describe seasonal availabilities.
4. Describe sustainable and regional influences in purchasing.
5. Describe specialty product branding.
6. Read labelling.
7. Verify invoices.
8. Perform a quality check.
9. Accept or return delivery.
10. Use correct storage procedures.

C. Science of Nutrition ..... 8 Hours

Outcome: ***Describe the nutritional components of food.***

1. Describe the nutritional components of fat.
2. Describe the nutritional components of proteins.
3. Describe the nutritional components of carbohydrates.
4. Describe the nutritional components of minerals.
5. Describe the nutritional components of vitamins.

6. Describe the nutritional components of water.
7. Describe the nutritional components of fibre.

D. Diets, Trends, and Food Labelling ..... 12 Hours

Outcome: ***Modify recipes according to dietary concerns.***

1. Describe the vegetarian diets.
2. Describe ethnic and religious diets.
3. Describe natural and organic food production.
4. Describe modified food production.
5. Describe dietary allergies and intolerances.
6. Describe dietary restrictions.
7. Modify recipes according to dietary concerns.
8. Interpret food labelling terminology.
9. Describe additives and preservatives in processed foods.

SECTION TWO: ..... COOKING PROTEINS ..... 56 HOURS

A. Meats ..... 20 Hours

Outcome: ***Prepare beef, pork, and lamb.***

1. Prepare roast meat dishes.
2. Prepare steaks and chops.
3. Prepare cubed and stew meat.
4. Prepare ribs.
5. Prepare stir-fry meats.
6. Prepare ground meat dishes.
7. Participate in the preparation of sweetbreads.
8. Identify the various preparation techniques of tongue.
9. Participate in the preparation of kidney
10. Participate in the preparation of tripe.
11. Identify the various preparation techniques of heart.
12. Determine doneness using temperature.
13. Determine doneness using appearance.
14. Determine doneness using texture.
15. Determine doneness using firmness.
16. Determine doneness using colour of juices.
17. Present cooked beef, pork, and lamb dishes.

B. Poultry ..... 18 Hours

Outcome: ***Prepare poultry.***

1. Prepare chicken dishes.
2. Prepare Cornish chicken.
3. Prepare turkey dishes.
4. Prepare duck dishes.
5. Determine doneness using temperature.
6. Determine doneness using appearance.
7. Determine doneness using texture.
8. Determine doneness using firmness.
9. Determine doneness using colour of juices.
10. Present cooked poultry dishes.

C. Fish and Seafood ..... 18 Hours

Outcome: ***Prepare fish and seafood.***

1. Prepare round fish.
2. Prepare flat fish.
3. Prepare crustaceans.
4. Prepare mollusks.
5. Prepare cephalopods.
6. Determine doneness using temperature.
7. Determine doneness using appearance.
8. Determine doneness using texture.
9. Determine doneness using firmness.
10. Describe carry-over cooking.
11. Present finished fish and seafood dishes.

SECTION THREE: ..... SAUCIER ..... 40 HOURS

A. Stocks and Glazes ..... 12 Hours

Outcome: ***Prepare stocks and glazes.***

1. Cook beef stock.
2. Cook veal stock.
3. Cook fish stock.
4. Cook fish fumet.
5. Cook fish essence.
6. Cook chicken stock.
7. Cook brown vegetable stock.
8. Cook court bouillon.
9. Cook remouillage.

10. Cook pork/ham stock.
11. Cook lamb stock.
12. Cook meat glaze/glace de viande.
13. Cook chicken glaze/glace de volaille.
14. Cook fish glaze/glace de poisson.
15. Use cooling and storing techniques for stocks and glazes.

B. Soups and Garnishes ..... 12 Hours

Outcome: ***Prepare soups.***

1. Prepare chowders.
2. Prepare bisques.
3. Prepare consommé and garnishes.
4. Prepare borscht.
5. Prepare mulligatawny.
6. Prepare minestrone.
7. Prepare Scotch broth.
8. Prepare split pea soup.
9. Prepare baked French onion soup.
10. Present finished soups.

C. Sauces ..... 12 Hours

Outcome: ***Prepare sauces.***

1. Cook gastrique.
2. Cook Mornay sauce.
3. Cook chausseur sauce.
4. Cook choron sauce.
5. Cook Provençale sauce.
6. Cook sauce au poivre.
7. Cook sauce vin blanc.
8. Cook Bordelaise sauce.
9. Cook Creole sauce.
10. Cook apple sauce.
11. Cook curry sauce/paste.
12. Cook barbeque sauce.

D. Compound Butters and Butter Sauces ..... 4 Hours

Outcome: ***Prepare compound butter and butter sauces.***

1. Cook basic butter sauces.
2. Prepare compound butters.

SECTION FOUR: ..... ENTREMETIER ..... 24 HOURS

A. Potatoes ..... 6 Hours

Outcome: ***Prepare potato dishes.***

1. Prepare chateau potatoes.
2. Prepare duchesse potatoes.
3. Prepare Lyonnaise potatoes.
4. Prepare Boulangère potatoes.
5. Prepare stuffed baked potatoes.
6. Prepare gratinée potatoes.
7. Present cooked potato dishes.

B. Rice and Grains ..... 3 Hour

Outcome: ***Prepare rice and grain products.***

1. Prepare pilaf.
2. Prepare risotto.
3. Prepare scented rice.
4. Prepare wild rice.
5. Present finished rice and grain dishes.

C. Pasta and Sauce ..... 9 Hours

Outcome: ***Prepare pastas and accompanying sauces.***

1. Prepare fresh pasta.
2. Prepare baked pasta.
3. Prepare stuffed pasta.
4. Prepare dry pastas.
5. Identify the uses for dried pastas.
6. Prepare cooked pasta sauce.
7. Prepare uncooked pasta sauce.
8. Present finished pastas dishes.

D. Vegetables ..... 6 Hours

Outcome: ***Prepare vegetable dishes.***

1. Prepare ratatouille.
2. Prepare braised red cabbage.
3. Prepare eggplant parmesan.
4. Prepare squash.
5. Prepare beans amandine.
6. Prepare stuffed vegetables.
7. Prepare bouquetière of vegetables.

8. Prepare stir-fry vegetables.
9. Prepare deep-fried vegetables.
10. Present cooked vegetable dishes.

SECTION FIVE: .....COLD KITCHEN ..... 26 HOURS

A. Cold Appetizers ..... 6 Hours

Outcome: ***Prepare cold appetizers.***

1. Define terminology related to cold appetizers.
2. Prepare cocktails, oysters and shooters.
3. Prepare crudités, relishes, pickles and chutneys.
4. Prepare marinated and cured meats and fish.
5. Prepare canapés.
6. Prepare sushi and sashimi.
7. Prepare cold sauces.
8. Prepare cold appetizers for action stations.
9. Serve cold appetizers for receptions, from action stations and plated.

B. Hot Appetizers ..... 6 Hours

Outcome: ***Prepare hot appetizers.***

1. Define terminology related to hot appetizers.
2. Prepare kebabs.
3. Prepare canapé bodies and fillings.
4. Prepare dough based and baked appetizers.
5. Prepare deep fried appetizers.
6. Prepare sauces.
7. Prepare hot appetizers for action stations.
8. Serve hot appetizers for receptions, from action stations and plated.

C. Brines and Marinades ..... 6 Hours

Outcome: ***Prepare brines and marinades.***

1. Prepare pickling brines.
2. Prepare curing mixes.
3. Prepare marinades.
4. Use brines, cures, and marinades.

D. Dairy Products ..... 8 Hours

Outcome: ***Identify cheeses.***

1. Describe the cheese making process.
2. Describe cheeses by classification and properties.
3. Describe cheese presentation and service.

SECOND PERIOD

SECTION SIX:..... BAKESHOP ..... 50 HOURS

A. Pastries ..... 14 Hours

Outcome: ***Prepare pastries.***

1. Prepare puff pastry.
2. Prepare strudel.
3. Prepare vol-au-vent.
4. Prepare Napoleon slice.
5. Prepare choux paste.
6. Prepare éclairs.
7. Prepare cream puffs.
8. Present finished pastries.

B. Baked Goods ..... 14 Hours

Outcome: ***Prepare baked goods.***

1. Prepare low-fat cakes using the sponge method.
2. Prepare low-fat cakes using the angel food method.
3. Prepare low-fat cakes using the chiffon method.
4. Prepare high-fat cakes using the creaming method.
5. Prepare high-fat cakes using the two-stage method.
6. Explain altitude formulas.
7. Present finished baked goods.

C. Desserts ..... 10 Hours

Outcome: ***Prepare desserts.***

1. Prepare custard cream desserts using the baked method.
2. Prepare custard cream desserts using the stirred method.
3. Prepare fondant icing.
4. Prepare Bavarian cream filling.
5. Prepare butter cream icings using the basic, French, and Italian method.
6. Prepare whipped cream.
7. Prepare ganache.
8. Prepare meringue.
9. Present finished desserts.

D. Decorating Skills ..... 12 Hours

Outcome: ***Demonstrate decorating techniques.***

1. Demonstrate rosette piping.
2. Demonstrate border piping.
3. Demonstrate writing.
4. Decorate a layered cake.
5. Decorate a theme cake.
6. Decorate a seasonal cake.

THIRD PERIOD TECHNICAL TRAINING
COOK TRADE
COURSE OUTLINE

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

SECTION ONE: ..... MANAGEMENT SKILLS ..... 32 HOURS

A. Management Skills ..... 6 Hours

Outcome: Apply management strategies.

1. Adhere to quality standards of the industry.
2. Use organizational skills.
3. Implement a time management plan.
4. Model good customer service.
5. Promote teamwork in the workplace.
6. Promote good staff relations.
7. Describe the government regulations for the Alberta Employment Standards Act.
8. Describe the government regulations for Provincial Human Rights legislation.

B. Menu Planning ..... 10 Hours

Outcome: Develop menus.

1. Describe the static menu type.
2. Describe the cycle menu.
3. Describe the market menu.
4. Describe the hybrid menu.
5. Describe the a la carte menu.
6. Describe the table d'hôte menu.
7. Maximize product use while planning a menu.
8. Explain accuracy of menu language and labelling requirements for menu claims.
9. Use variety and balance while planning a menu.
10. Utilize seasonal availability while planning a menu.
11. Develop and present a modified a la carte menu including cost and selling price.
12. Create a five-course table d'hôte/upscale menu for ten guests including standardized recipes and recipe costing sheets while maintaining a food cost of 24 - 28% or below.

C. Inventory and Financial Controls ..... 10 Hours

Outcome: Apply cost controls.

1. Count physical inventory.
2. Record inventory.
3. Update current market prices.

4. Extend cost of inventory.
5. Create food costs.
6. Analyze food costs.

D. Workplace Coaching Skills ..... 2 Hours

Outcome: ***Display coaching skills.***

1. Describe coaching skills used for training apprentices.

E. Alberta's Industry Network ..... 2 Hours

Outcome: ***Describe the role of the Alberta Apprenticeship and Industry Training Board and the network of industry committees that represent the trades and occupations in Alberta.***

1. Describe Alberta's apprenticeship and industry training system.
2. Describe the roles and responsibilities of the Alberta Apprenticeship and Industry Training Board, government and post-secondary institutions.
3. Describe the roles and responsibilities of the PACs, LACs and occupational committees.

F. Interprovincial Standards Red Seal Program ..... 2 Hours

Outcome: ***Use Red Seal products to challenge an Interprovincial examination.***

1. Identify Red Seal products used to develop Interprovincial examinations.
2. Use Red Seal products to prepare for an Interprovincial examination.

SECTION TWO: ..... PREPARE AND COOK PROTEINS, ENTREMETIER ..... 58 HOURS

A. Meat ..... 14 Hours

Outcome: ***Prepare specialty meat dishes.***

1. Select appropriate seasonings and marinades for meat dishes.
2. Use boning techniques for leg of veal or pork.
3. Prepare lamb dishes.
4. Prepare beef tenderloin dishes.
5. Prepare veal or pork dishes.
6. Prepare pork tenderloin dishes.
7. Present cooked meat dishes.

B. Poultry ..... 14 Hours

Outcome: ***Prepare specialty poultry dishes.***

1. Select appropriate seasonings and marinades for poultry dishes.
2. Use trussing techniques for poultry.
3. Use boning techniques for poultry.
4. Use stuffing techniques for poultry.
5. Prepare braised poultry dishes.
6. Prepare duck breast.

7. Prepare duck confit.
8. Prepare stuffed poultry dishes.
9. Present cooked poultry dishes.

C. Fish and Seafood ..... 12 Hours

Outcome: ***Prepare specialty fish and seafood dishes.***

1. Select appropriate seasonings and marinades for fish and seafood.
2. Prepare lobster dishes.
3. Prepare scampi dishes.
4. Prepare crayfish.
5. Prepare langoustine.
6. Prepare crab.
7. Prepare char.
8. Prepare tuna.
9. Prepare steelhead.
10. Prepare paella.
11. Present cooked fish and seafood dishes.

D. Game ..... 6 Hours

Outcome: ***Prepare game dishes.***

1. Select appropriate seasonings and marinades for game dishes.
2. Use barding techniques.
3. Use larding techniques.
4. Prepare venison dishes.
5. Prepare rabbit dishes.
6. Prepare quail dishes.
7. Prepare bison dishes.
8. Prepare pheasant dishes.
9. Present cooked game dishes.

E. Fruits and Vegetables ..... 6 Hours

Outcome: ***Prepare specialty vegetable and fruit dishes.***

1. Prepare braised fennel bulb.
2. Prepare stuffed vegetables.
3. Prepare grilled vegetables.
4. Prepare root vegetable poele.
5. Prepare roasted vegetables.
6. Prepare steamed vegetables.
7. Prepare wilted greens.
8. Prepare fiddleheads.

9. Describe market forms of mushrooms.
10. Prepare fresh, canned, frozen, and dried mushrooms.
11. Prepare grilled portobello.
12. Prepare wild mushroom ragout.
13. Prepare mushroom duxelles.
14. Prepare legumes using dry market forms.
15. Prepare legumes using other market forms.
16. Prepare speciality fruits.
17. Present finished vegetables and fruits.

F. Starches and Grains ..... 6 Hours

Outcome: ***Prepare specialty potato and grain dishes.***

1. Prepare Parisienne potatoes and purple potatoes.
2. Prepare Dauphine and Lorette potatoes.
3. Prepare bulgur and kasha.
4. Prepare risotto.
5. Prepare polenta.
6. Prepare couscous.
7. Prepare quinoa.
8. Prepare griddled cakes.
9. Prepare wild, brown, and pearled rice.
10. Prepare dumplings.
11. Present cooked starches and grains.

SECTION THREE: ..... SAUCIER & LIQUOR PRODUCTS ..... 30 HOURS

A. Soups ..... 10 Hours

Outcome: ***Prepare specialty soups.***

1. Prepare bouillabaisse with rouille and cioppino.
2. Prepare wonton soup.
3. Prepare goulash soup with sour cream.
4. Prepare fish consommé with quenelles.
5. Prepare cold fruit soups.
6. Prepare cold savoury soups.
7. Prepare gumbos.
8. Prepare hot and sour soup.
9. Prepare avgolemono with liaison.
10. Present finished soups.

B. Sauces ..... **10 Hours**

Outcome: ***Prepare specialty sauces.***

1. Prepare wild mushroom sauce.
2. Prepare beurre blanc and beurre rouge.
3. Prepare foams.
4. Prepare chimichurri.
5. Prepare charcutière sauce.
6. Prepare Portugaise sauce.
7. Prepare white bercy sauce.
8. Prepare Périgueux sauce.
9. Prepare reductions and essences
10. Utilize finished sauces.

C. Condiments and Flavour Builders ..... **4 Hours**

Outcome: ***Use condiments and flavour builders.***

1. Prepare infused vinegars.
2. Prepare infused oils.
3. Prepare chutneys and compotes.
4. Prepare fresh and cooked salsas and relishes.
5. Prepare mustards
6. Use condiments and flavour builders.

D. Liquor Products Identification ..... **4 Hours**

Outcome: ***Describe the characteristics of wines, spirits, and beers.***

1. Describe wine varietals.
2. Describe the classifications of spirits
3. Describe the styles of beers.

E. Liquor Products Application ..... **2 Hours**

Outcome: ***Describe the effect of wines, spirits, and beers in cooking.***

1. Describe the effect of spirits in flambé.
2. Describe the effect of wines, spirits, and beers in marinades.
3. Describe the effect of wines, spirits, and beers in sauce making.

SECTION FOUR: ..... **GARDE MANGER** ..... **60 HOURS**

A. Buffet Salads ..... **9 Hours**

Outcome: ***Prepare salads for buffet service.***

1. Prepare green salads.
2. Prepare fruit salads.

3. Prepare starch/grain based salads.
4. Prepare vegetable salads.
5. Prepare salad accompaniments.
6. Prepare dressings.
7. Present finished salads for buffet service.

B. Layout Methods ..... 2 Hours

Outcome: ***Design buffet platters.***

1. Demonstrate eye appeal, balance, and flow on buffet platters.
2. Select appropriate plate, platter, or mirror.
3. Apply colour design to buffet platters.
4. Use appropriate garnish for buffet platters.

C. Buffet Platters ..... 9 Hours

Outcome: ***Prepare buffet platters.***

1. Prepare meat platters.
2. Prepare fish/seafood platters.
3. Prepare crudités.
4. Prepare cheese platters.
5. Prepare fruit platters.
6. Use presentation techniques.

D. Decorated Showpieces ..... 16 Hours

Outcome: ***Prepare decorative showpieces.***

1. Use panada/panade.
2. Prepare forcemeats and mousses.
3. Prepare aspic/gelatin preparations.
4. Prepare terrines.
5. Prepare galantines.
6. Prepare pate/pate en croûte.
7. Prepare decorated salmon.
8. Describe a chaud-froid presentation.
9. Use presentation techniques.

E. Charcutière ..... 8 Hours

Outcome: ***Prepare charcutière items.***

1. Prepare sausages.
2. Prepare smoked and cured meats.
3. Present finished charcutiére items.

F. Buffet Sauces ..... 4 Hours

Outcome: ***Prepare sauces for buffet items.***

1. Prepare Cumberland sauce.
2. Prepare pepper coulis.
3. Prepare aioli and remoulade.
4. Utilize finished sauces.

G. Artistic Displays ..... 12 Hours

Outcome: ***Create artistic displays.***

1. Create ice sculptures.
2. Create fat sculptures.
3. Create bread displays.
4. Create fruit and vegetable carvings.
5. Present finished artistic displays.

SECTION FIVE: .....PATISSERIE..... 60 HOURS

A. Baked Goods ..... 15 Hours

Outcome: ***Prepare specialty baked goods.***

1. Prepare tartlets.
2. Prepare jelly rolls / swiss rolls.
3. Prepare tuile and brandy snaps.
4. Prepare baked soufflé.
5. Prepare baked cheesecake.
6. Prepare fruit flans using fresh and canned fruits.
7. Present finished baked goods.

B. Desserts ..... 15 Hours

Outcome: ***Prepare specialty desserts and sauces.***

1. Prepare crème Anglaise.
2. Prepare mousse.
3. Prepare crepes.
4. Prepare crème brûlée.
5. Prepare petite fours.
6. Prepare ice cream.
7. Prepare sorbet/granita.
8. Prepare soufflé glace.
9. Prepare baked Alaska.
10. Prepare ice cream bombe.
11. Prepare fruit coulis.

12. Prepare chocolate sauce.
13. Prepare caramel sauce.
14. Utilize finished sauces
15. Present finished desserts.

C. Chocolate ..... 15 Hours

Outcome: ***Prepare chocolates.***

1. Differentiate between couverture and compound coatings.
2. Temper dark couverture.
3. Pipe decorations.
4. Prepare truffles.
5. Present chocolates.

D. Dessert Presentation ..... 15 Hours

Outcome: ***Prepare plated desserts.***

1. Use modeling chocolate.
2. Use marzipan.
3. Use fondant.
4. Use spun sugar and spirals.
5. Prepare a plated dessert with no garnish or sauce.
6. Prepare a plated dessert with fruit, sugar, or chocolate garnish.
7. Prepare a plated dessert with sauce painting / flooding.
8. Prepare a complex plated dessert.
9. Present plated desserts.

Apprenticeship and Industry Training

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